

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, JUNE 4, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The June 4, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Village Administrator Zeke Jackson at 2:02 P.M.

A motion was made by Baker, seconded by Doersching that John Clove shall act as Temporary Chair of the Parks Committee until such time as Committee Chair Dave Lienau arrives. Motion carried – All ayes.

Present: Members John Clove, Sharon Doersching and Scott Baker. Committee Chair Dave Lienau arrived at 2:14 P.M.

Staff Members: Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, Steve Jacobson, Utilities Manager, Parks Department employees Robbie LeClair and Aaron Bley, and Janal Suppanz, Administrative Assistant.

Others: Tony Anheuser, John Mory, and Sean Ryan.

Comments, correspondence and concerns from the public:

Mann introduced Robbie LeClair, who is now doing landscaping work for the Village and caring for the Village's flower beds. Mann believes LeClair is trying very hard to make the flower beds look good and is very pleased with the work he is doing. Since LeClair has been doing the landscaping for the Village significant cost savings have been realized, but the funds allocated for the purchase of flowers have now been exhausted. LeClair indicated that he loves his job and is very surprised by the number of favorable comments which have already been made about the Village's flowerbeds. He publicly thanked the employees at Jerry's Flower for all the advice they have provided to him thus far.

Doersching indicated that she has heard many favorable comments about LeClair and Aaron Bley, who also works for the Maintenance Department, and thanked both young men for all they do for the Village. The other Committee members concurred.

At 2:14 P.M Chairperson Lienau arrived and assumed his duties.

A snow plow accidentally struck the curb by the restrooms in Waterfront Park and damaged it after a spring snow storm, and according to the Village's contract with the County the repairs are the Village's responsibility. A letter which had been received from Zeise Construction was included in the meeting packets. In that letter Thomas Zeise indicates that the cost to remove and replace 18 LF of curb and gutter would be \$981.00. The curb and gutter is a trip hazard, and, therefore, Zeise Construction will be replacing it ASAP.

A copy of an e-mail from Lloyd Michalsen was included in the meeting packets and the Committee members jointly reviewed that document. In his e-mail Michalsen asks if the Village would allow him and some friends to play music in the Waterfront Park Gazebo on Tuesday evenings from 6:00 P.M. to 8:30 P.M. It was the consensus that this issue shall be

1 fully addressed at the July 2, 2014 Parks Committee Meeting.
2

3 Tony Anheuser indicated that during the third weekend in August he would like to conduct
4 a motorcycle rally in the Village as a fund raiser for the Wounded Warriors Project. A
5 primarily blacktopped surface will be required, and Anheuser is considering several
6 locations in the Village, including the Sports Complex, the area of Waterfront Park off of
7 Mill Road, or the parking lot at a local church. The Lions and American Legion will be
8 asked to serve food and drinks at the rally. It was the consensus that this issue shall also be
9 addressed at length at the July 2nd meeting of the Parks Committee.
10

11 Jackson noted that in the future Village meeting agendas will look a little different and
12 meetings will proceed in a slightly different fashion. From now on, motions must be made
13 before discussion even takes place regarding any “action items”. Jackson cautioned all the
14 Committee members to be fully cognizant of the provisions of the Open Meetings Law at
15 all times.
16

17 **Approval of minutes as published:**

18 *A motion was made by Clove, seconded by Baker that the minutes for the April 9, 2014*
19 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*
20

21 **Approval of Agenda:**

22 *A motion was made by Clove, seconded by Doersching that the Agenda for the June 4,*
23 *2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*
24

25 **Business Items:**

26 **Item No. 3. Consider a motion to act on John Mory’s request to establish a rest area for**
27 **the Door County Century Bike Ride in Waterfront Park and establish an official route for**
28 **that ride in the Village:**

29 A Facility Use Application, a map on which the proposed route for the 36th Annual Door
30 County Century Bike Ride is depicted, and a Sign Permit Application which were
31 submitted by John Mory and Sean Ryan were included in the meeting packets, and the
32 Committee members jointly reviewed all of that documentation. Mory and Ryan would
33 like to establish a rest area for the ride in Waterfront Park on Sunday, September 7, 2014.
34 Students from Sturgeon Bay High School will be doing fund raising at the ride, and the
35 same route as last year will be utilized. Mory estimates that the ride will bring
36 approximately 1,500 people to Sister Bay.
37

38 *A motion was made by Baker, seconded by Clove that the Parks Committee approves John*
39 *Mory and Sean Ryan’s request to establish a rest area for the Door County Century Bike*
40 *Ride in Waterfront Park and establish an official route for that ride in the Village.*
41

42 Doersching indicated that she is very upset about the fact that no Gibraltar High School
43 students or Northern Door youth groups were asked to conduct fund raising activities at
44 the Sister Bay Century Bike Ride rest area last year. It would only make sense to involve
45 those students as the rest area is “in their back yard”. Ryan and Mory indicated that they
46 would not be opposed to partnering with Gibraltar School this year and will contact school
47 representatives ASAP. They will keep Suppanz advised of the status of this issue.
48
49

1 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

2
3 **Item No. 1. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
4 **§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering**
5 **oral or written advice concerning strategy to be adopted by the body with respect to**
6 **litigation in which it is or is likely to become involved, and §19.85(1)(e) to deliberate or**
7 **negotiate the purchase of public properties, the investing of public funds, or conduct**
8 **other specified public business, whenever competitive or bargaining reasons require a**
9 **closed session:**

10 *At 2:24 PM a motion was made by Lienau, seconded by Doersching that the Parks*
11 *Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with*
12 *legal counsel for the governmental body who is rendering oral or written advice concerning*
13 *strategy to be adopted by the body with respect to litigation in which it is or is likely to*
14 *become involved, and §19.85(1)(e) to deliberate or negotiate the purchase of public*
15 *properties, the investing of public funds, or conduct other specified public business,*
16 *whenever competitive or bargaining reasons require a closed session. A roll call vote was*
17 *taken on the motion, and the Committee members voted in the following fashion:*

18
19 *Baker – Aye; Clove – Aye;*
20 *Doersching – Aye. Lienau – Aye.*

21
22 *Motion carried.*

23
24 **Item No. 2. Consider a motion to reconvene into Open Session, and consider a motion to**
25 **take action, if necessary:**

26 *At 2:55 PM a motion was made by Lienau seconded by Baker that the Parks Committee*
27 *reconvene into Open Session. A roll call vote was taken on that motion, and the*
28 *Committee members again voted in the following fashion:*

29
30 *Baker – Aye; Clove – Aye;*
31 *Doersching – Aye. Lienau – Aye.*

32
33 *Motion carried.*

34
35 *No formal action was taken.*

36
37 **Item No. 8. Consider a motion to act on requests for Memorial Benches:**

38 *A motion was made by Lienau, seconded by Doersching that a moratorium shall be*
39 *imposed on placement of any new memorial benches in the downtown area until all the*
40 *roadwork and waterfront projects have been completed.*

41
42 *Mann indicated that there are potentially two new locations for memorial benches in*
43 *Marina Park, but there are no more designated locations for memorial benches available in*
44 *the downtown area. In accord with the Committee's earlier directives the name of anyone*
45 *requesting a memorial bench has been added to a waiting list, and a copy of that*
46 *document was included in the meeting packets.*

47
48 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

1 *It was the consensus that the two memorial benches that are available shall be assigned*
2 *and placed at Mann's discretion.*

3
4 **Item No. 5. Consider a motion to review, discuss and act on the Door County Soil &**
5 **Water Department's comments on the Beach Project and JJR's responses to those**
6 **comments:**

7 **Item No. 6. Consider a motion to discuss and act on a proposed contract amendment**
8 **with JJR for the Beach Expansion Project:**

9 The bids for the beach project came in much higher than had been anticipated, and a
10 document on which the comments of employees at the Door County Soil & Water
11 Department and JJR's responses to those comments were delineated, as well as a proposed
12 contract amendment with respect to the beach expansion project which had been received
13 from JJR, were included in the meeting packets.

14
15 *A motion was made by Doersching, seconded by Baker that the Parks Committee*
16 *recommends that the Village Board approve the proposed contract amendment with JJR for*
17 *the beach expansion project.*

18
19 The Committee members jointly reviewed the previously mentioned documents, and
20 Jackson was asked to discuss the alternatives which were recommended by the Soil &
21 Water Department employees with representatives of JJR prior to the June Village Board
22 Meeting.

23
24 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

25
26 **Item No. 11. Consider a motion to act on a land use request from the Top o' The Thumb**
27 **Snowmobile Club, and review a proposed trail map:**

28 A copy of the snowmobile route which was approved last year and a land use request for
29 the 2014/2015 snowmobile season were included in the meeting packets, and the
30 Committee members jointly reviewed those documents.

31
32 *A motion was made by Lienau, seconded by Clove that the snowmobile route map which*
33 *was reviewed at this meeting is approved as presented and the Village Administrator shall*
34 *see that the permission form for 2014/2015 is signed and returned to the Top O' The*
35 *Thumb Snowmobile Club ASAP.*

36
37 Mann pointed out that some snowmobilers do not stick to the designated trails. He also
38 indicated that he would like to erect more snowmobile directional signage as well as a
39 snow fence by the softball field to prevent snowmobilers from traveling in that area. It was
40 the consensus that the TKH Ice Rink personnel shall be charged with policing
41 snowmobilers' actions at the Sports Complex.

42
43 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

44
45 **Item No. 10. Consider a motion to act on a request to amend the Folk Fest Facility Use**
46 **Permit:**

47 A copy of an e-mail from Paul Collins, the organizer of Door County Folk Fest, was
48 included in the meeting packets. In that e-mail Collins asks if Folk Fest participants could
49 resume dancing and singing in Waterfront Park and on the pier on Thursday, July 10th

1 from 7:30 P.M. to 8:30 P.M.

2
3 *A motion was made by Clove, seconded by Baker that the Parks Committee grants*
4 *permission for the organizers of Folk Fest to resume dancing and singing in Waterfront Park*
5 *and on the pier on Thursday, July 10, 2014 from 7:30 P.M. to sunset. Motion carried – All*
6 *ayes.*

7
8 **Item No. 4. Consider a motion to authorize the construction of a new swamp pump shack**
9 **on Scandia Road:**

10 *A motion was made by Lienau, seconded by Doerschling that Agenda Item No. 4 –*
11 *Consider a motion to authorize the construction of a new swamp pump shack on Scandia*
12 *Road, shall be tabled. Motion carried – All ayes.*

13
14 **Item No. 9. Consider a motion to act on requests from the people who utilize the**
15 **Community Garden:**

16 An e-mail which was received from Adrienne Marks, the Leader of the Sister Bay
17 Community Garden Group, was included in the meeting packets. In her e-mail Marks asks
18 that the Village provide trash containers at the Community Garden and mow around it.

19
20 *A motion was made by Clove, seconded by Baker that Village employees will not mow*
21 *around the community garden, but the gardeners are authorized to mow that area*
22 *themselves. The gardeners may also create a rock pile alongside the garden, and the*
23 *Village's Maintenance employees will remove the rocks when the pile becomes excessive.*
24 *A trash container will be placed by the garden on a trial basis, but if that container is*
25 *misused or continually overflows it will be removed by Maintenance Department*
26 *employees. Motion carried – All ayes.*

27
28 **Item No. 13. Consider a motion to authorize the operation of an Open Air Market in**
29 **Sister Bay and approve the Open Air Market Vendor Application and Operational**
30 **Guidelines:**

31 Drafts of the Vendor Application Form and the Operational Guidelines for the Village's
32 Open Air Market were included in the meeting packets.

33
34 *A motion was made by Clove, seconded by Baker that the members of the Parks*
35 *Committee authorize Jackson and Sully to operate the Open Air Market in accord with*
36 *their directives, and approves of the Vendor Application Form and the operational*
37 *guidelines which were included in the meeting packets.*

38
39 The Committee members jointly reviewed the previously mentioned documents, and
40 during that review Jackson and Sully took note of several suggested revisions. It was the
41 consensus that home grown and hand crafted items which are offered for sale at the Open
42 Air Market may come from anywhere in Wisconsin. Further, if the owner of a Village of
43 Sister Bay or Town of Liberty Grove business wishes to sell manufactured items at the
44 Open Air Market that will be possible, but those items must also be available at his or her
45 shop or store.

46
47 *Clove and Baker subsequently amended their motion to state that the members of the*
48 *Parks Committee authorize Jackson and Sully to operate the Open Air Market in accord*
49 *with their directives, and approves of the Vendor Application Form and the operational*

1 *guidelines which were reviewed at this meeting as revised. A vote was taken on the*
2 *amended motion and it carried – All ayes.*

3
4 **Item No. 12. Consider a motion to take action regarding maintenance of Fieldcrest Lane:**

5 Jackson was contacted by Don Howard, who asked what the Village's intentions were with
6 regard to maintaining Fieldcrest Lane, a private gravel road which has been dedicated to
7 the Village. Jackson was asked to research the Village's responsibilities with respect to
8 dedicated private roadways. He will present his findings at the July Parks Committee
9 meeting.

10
11 **Item No. 14. Consider a motion to act on a request to allow public instruction at the**
12 **beach/dock and adjust the fees for that activity:**

13 At the April 9th Parks Committee Meeting Alissa Jacobson of Bodyworks was granted
14 permission to conduct Yoga classes at the beach and dock, with the Village Hall as a back-
15 up location, from June through August of 2014 on a one year trial basis. Use fees of \$25
16 plus tax per day were established. Since this is a new business and very few people are
17 currently taking advantage of the class, the question has arisen as to whether the fee
18 structure will deter Jacobson from continuing to operate her business in the Village.

19
20 *A motion was made by Clove, seconded by Baker that Alissa Jacobson of Bodyworks shall*
21 *be allowed to conduct outdoor exercise classes in Waterfront Park on a six month trial*
22 *basis. During that time period Bodyworks will not be charged any fees unless an indoor*
23 *Village facility is utilized. Motion carried with Doersching opposed.*

24
25 **Item No. 15. Consider a motion to discuss and act on a suggestion that the little old log**
26 **school building in Gateway Park be donated to the Sister Bay Historical Society:**

27 The Sister Bay Historical Society has expressed interest in having the little old log school
28 building in Gateway Park which is currently utilized as an Information Center moved out
29 to the Corner of the Past.

30
31 *A motion was made by Doersching, seconded by Clove that if the Village does not have a*
32 *use for the old log school building in Gateway Park or its historical school contents, the*
33 *building and those contents shall be offered "as is" to the Sister Bay Historical Society, on*
34 *the condition that the Historical Society must pay any and all associated moving expenses.*
35 *Motion carried – All ayes.*

36
37 **Item No. 7. Consider a motion to discuss and act on a proposal from Dimension IV for**
38 **conceptual work on remodeling the Village Hall:**

39 *It was the consensus that this issue shall be referred to the Waterfront Oversight*
40 *Committee.*

41
42 **Item No. 16. Report from Steve Mann on fall and winter activities:**

43 Mann introduced Aaron Bley, who is currently serving a Facilities Manager internship with
44 the Village, and indicated that he is very happy with all the work Bley has done thus far.
45 He then gave the following oral report:

- 46 • The members of the Dog Park group have informed him that they will be doing
47 fund raising for improvements at the dog park. One of the suggested improvements
48 is installation of additional fencing.

- 1 • The swimming buoys have been installed. It took quite a bit of effort to reposition
- 2 the buoy anchors, but that has occurred.
- 3 • The skate park equipment will be placed out at the Sports Complex tomorrow.
- 4 • All the insulation has now been blown in at the Maintenance Building.
- 5 • Some of the trees in the Village's parks sustained damage over the course of the
- 6 winter and are brown and appear to be quite dry. Mann intends to wait a while to
- 7 see if the trees will "bounce back".
- 8 • Some of the sprinkler systems in Waterfront Park were adversely affected by the
- 9 Utility Reconstruction Project. Representatives of The Sprinkler Company will be
- 10 coming up next week to look at the systems and will attempt to reconstruct some of
- 11 them.
- 12 • An agreement was entered into with the owners of Jerry Flowers that they would
- 13 provide guidance on maintenance of the Village's flower beds on the condition that
- 14 all the Village's flowers be purchased from them. To date that arrangement has
- 15 worked out very well. The Committee members reiterated that they think the
- 16 flowers which have been planted on Village properties look very nice.
- 17 • When work was being done on the Performance Pavilion Project the employees
- 18 from Zeise Construction discovered an underground foundation and it was
- 19 subsequently removed, which resulted in projected cost overruns. Additional
- 20 electrical charges were also realized as more outlets were installed. It is quite likely
- 21 that fencing will be erected around the pavilion to prohibit people from walking on
- 22 the newly seeded or sodded areas.

23
24 **Item No. 17. Consider a motion to discuss trackless maintenance:**

25 The trackless is in need of repair and will be hauled down to Bruce Municipal tomorrow.
26 Mann will provide a report on the needed repairs at the next meeting.
27

28 **Item No. 18. Consider a motion to discuss other parks and streets activities:**

29 Jackson has asked the Door County Highway Department to patch the bad spots on
30 Bluffside.
31

32 Doerschling noted that this year red, blue, white and yellow flowers will be planted in the
33 Village's flower pots. She will also see that the YMCA's programs are promoted, and
34 suggested that Village officials look into obtaining an electric vehicle charging station.
35

36 **Item No. 19. Discussion regarding matters to be placed on a future agenda or referred to**
37 **a committee, official or employee:**

38 *The next meeting of the Parks Committee has been scheduled for Wednesday, July 2, 2014*
39 *at 2:15 P.M. It was the consensus that the following issues shall be placed on the Agenda*
40 *for that meeting:*

- 41 • *Consider a motion to approve Lloyd Michalsen's request to use the Waterfront Park*
 - 42 *Gazebo for jam sessions on Tuesday evenings from 6:00 P.M. to 8:00 P.M.*
 - 43 • *Consider a motion to approve Tony Anheuser's request to conduct a motorcycle*
 - 44 *rally in the Village.*
 - 45 • *Consider a motion to discuss and act on maintenance of Fieldcrest Lane.*
 - 46 • *Consider a motion to discuss and act on the suggestion that an electric vehicle*
 - 47 *charging station be established in the Village.*
- 48

1 **Adjournment:**

2 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*
3 *Committee at 5:16 P.M. Motion carried – All ayes.*

4
5 Respectfully submitted,

6 

7 Janal Suppanz,
8 Administrative Assistant